

Subject: ADVMAIL: VSS Activation Password Email Notification

From: noreplyVSS@lacity.org

Date: 04/06/2017 11:55 AM

To: lparker@sanpedrobid.com

Dear SAN PEDRO HISTORIC WATERFRONT BUSINESS IMPROVEMENT

Congratulations! You are eligible to create a vendor self-service account on the City of Los Angeles' Vendor Self Service website for vendors to view and maintain account information, view financial records, and upload purchasing catalogs. We'll also be adding additional features throughout the course of the year, which will allow you to submit electronic invoices and enter bank account information for payments issued via Electronic Funds Transfer (EFT).

To activate your account, please click the link below:

<https://lavss.lacity.org?vendCustCdToken=100034281>

If you are unable to click the link above, please copy and paste it into your web browser's address bar. For best results, open using Internet Explorer or Mozilla Firefox.

In VSS, click "Register". You will then be asked to enter the case sensitive account verification password provided below. Please copy and paste the complete string of password below into the Vendor Verification Password field on the Account Verification page in VSS.

Your verification password is:

Once you have entered this, you will be able to create your username and password that you will use to log into the Vendor Self Service (VSS) portal.

Please do not reply to this email as this is system-automated and no replies will be received by the City. If you have questions, please contact the City of Los Angeles at askVSS@lacity.org. Please include your vendor code in the subject line.

Thank you,
The City of Los Angeles